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SUBJ/DOD INTEGRATED LODGING PROGRAM PILOT (TRAVEL TECHNICAL MESSAGE 15-04)//

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SUBJ/FW: TTM 15-04

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REF A. JOINT TRAVEL REGULATIONS (JTR), CHAPTER 1, PAR. 1265

REF B. JOINT TRAVEL REGULATIONS (JTR), CHAPTER 2, PART H1

1. EFFECTIVE JUNE 15, 2015, REFERENCE A ESTABLISHES THE INTEGRATED LODGING PROGRAM PILOT (ILPP). THIS PROGRAM REQUIRES BOTH CIVILIAN EMPLOYEES AND UNIFORMED SERVICE MEMBERS TO USE EITHER GOVERNMENT QUARTERS OR PREFERRED COMMERCIAL LODGING AT ONE OF THE SELECTED ILPP SITES WHILE ON OFFICIAL TRAVEL.
2. USE OF THIS PROGRAM BY UNIFORMED MEMBERS AND CIVILIAN EMPLOYEES IS MANDATORY AND IS NOT REQUIRED TO BE DIRECTED IN THE TRAVELER'S ORDERS.
3. THE ILPP IS EFFECTIVE FOR ALL ORDERS/AUTHORIZATIONS ISSUED ON OR AFTER JUNE 15, 2015 OR THE DATE THE ILPP BEGINS AT THAT SITE, WHICHEVER IS LATER. INITIAL ILPP SITES AND THEIR START DATES ARE POSTED ON THE DEFENSE TRAVEL MANAGEMENT OFFICE (DTMO) WEBSITE AT:
http://www.defensetravel.dod.mil/Docs/ILP_Pilot_Start_Dates.pdf.
4. TRAVELERS ARE REQUIRED TO BOOK LODGING THROUGH THE DEFENSE TRAVEL SYSTEM (DTS) OR THEIR CONTRACTED COMMERCIAL TRAVEL OFFICE (CTO).
5. THIS PROGRAM APPLIES TO ALL MILITARY AND CIVILIAN DOD TRAVELERS TDY FOR LESS THAN 30 NIGHTS AT A PILOT SITE. THE PROGRAM CAN BE AMENDED IN THE FUTURE TO ENCOMPASS TRAVEL IN EXCESS OF 30 NIGHTS.
6. TRAVELERS TO A NAMED ILPP SITE U.S. INSTALLATION ARE FIRST DIRECTED TO GOVERNMENT QUARTERS. IF GOVERNMENT QUARTERS ARE UNAVAILABLE, THE TRAVELER MUST THEN USE PREFERRED COMMERCIAL LODGING. ONLY UPON NON-AVAILABILITY OF GOVERNMENT QUARTERS, AND SUBSEQUENTLY PREFERRED COMMERCIAL LODGING, MAY THE TRAVELER OBTAIN ALTERNATE LODGING.
7. TRAVELERS TO AN ILPP SITE, TO INCLUDE THE DEFINED METROPOLITAN AREA, ARE FIRST DIRECTED TO PREFERRED COMMERCIAL LODGING. ONLY UPON NON-AVAILABILITY OF PREFERRED COMMERCIAL LODGING MAY THE TRAVELER OBTAIN ALTERNATE LODGING.
8. MILITARY MEMBERS AND CIVILIAN EMPLOYEES TDY TO A NAMED U.S. INSTALLATION MUST UTILIZE GOVERNMENT QUARTERS IF AVAILABLE. GOVERNMENT QUARTERS CAN BE OBTAINED UTILIZING THE RESERVATION MODULE IN DTS OR AT:
<http://www.dodlodging.net/>.
9. IF ADEQUATE GOVERNMENT QUARTERS ARE AVAILABLE AND EMPLOYEE CHOOSES TO USE OTHER LODGING, REIMBURSEMENT WILL BE LIMITED TO THE COST OF AVAILABLE GOVERNMENT QUARTERS
10. GOVERNMENT QUARTERS ARE CONSIDERED UNAVAILABLE IF TRAVELER IS TDY TO A NAMED ILPP U.S. INSTALLATION FOR ONLY ONE NIGHT. HOWEVER, TRAVELER IS STILL

REQUIRED TO UTILIZE PREFERRED COMMERCIAL LODGING FOR THE ONE NIGHT TDY.

11. IF GOVERNMENT QUARTERS ARE UNAVAILABLE AT THE TRAVELER'S ILPP U.S. INSTALLATION, TRAVELER MUST PROVIDE NON-AVAILABILITY CONFIRMATION NUMBER (CNA) OR STATEMENT OF NON-AVAILABILITY (SNA) AND MUST USE DTS OR CTO TO OBTAIN PREFERRED COMMERCIAL LODGING. A LIST OF DOD PREFERRED COMMERCIAL LODGING ACCOMMODATIONS CAN BE FOUND ON THE DTMO'S WEBSITE AT [www.defensetravel.dod.mil/Docs/ILP Preferred List.pdf](http://www.defensetravel.dod.mil/Docs/ILP_PREFERRED_List.pdf)

12. IF LODGING IS AVAILABLE THROUGH THE ILPP AND NOT USED BY THE TRAVELER, LODGING COST WILL BE LIMITED TO THE AMOUNT THE GOVERNMENT WOULD HAVE PAID IF ARRANGEMENTS WOULD HAVE BEEN MADE DIRECTLY THROUGH THE CTO/DTS.

13. IF A TRAVELER IS TDY TO AN ILPP SITE OR LODGES IN THE DEFINED METRO AREA, THE TRAVELER IS REQUIRED TO UTILIZE PREFERRED LODGING. IF PREFERRED LODGING IS UNAVAILABLE A CNA/SNA MUST BE PROVIDED. IF NO CNA/SNA IS PROVIDED AND THE TRAVELER OBTAINS OTHER COMMERCIAL LODGING, LODGING REIMBURSEMENT WILL BE LIMITED TO THE MAXIMUM PREFERRED LODGING RATE.

14. ALL POLICY CHANGES IN THE JTR REGARDING THE INTEGRATED LODGING PILOT PROGRAM ARE NOT COVERED IN THIS MESSAGE. FOR SPECIFIC GUIDANCE PLEASE REFER TO THE JTR CHAPTER 1.

15. PERMANENT CHANGE OF STATION (PCS) ENTITLEMENTS ARE NOT SUBJECT TO THE ILPP. HOWEVER, EN ROUTE TDY IN CONJUNCTION WITH A PCS IS SUBJECT TO THE ILPP.

16. ADDITIONAL INFORMATION REGARDING AT PROGRAM AT THE TIME OF ISSUE OF THE TRAVEL TECHNICAL MESSAGE IS AVAILABLE AT:

<http://www.defensetravel.dod.mil/index.cfm>

17. THE DEFENSE TRAVEL MANAGEMENT OFFICE HAS PROVIDED A LIST OF FREQUENTLY ASKED QUESTIONS AND ANSWERS REGARDING THE INTEGRATED LODGING PILOT PROGRAM. BELOW ARE SOME OF THOSE QUESTIONS AND ANSWERS TO FURTHER CLARIFY THE PROGRAM.

18. QUESTION: WHAT HAPPENS IF I DO NOT STAY IN GOVERNMENT LODGING WHEN IT IS AVAILABLE?

ANSWER: WHEN TRAVELING TO AN INTEGRATED LODGING PROGRAM PILOT SITE AND YOU DECLINE AVAILABLE GOVERNMENT OR PREFERRED LODGING, YOUR LODGING REIMBURSEMENT WILL BE LIMITED TO THE AMOUNT THE GOVERNMENT WOULD HAVE PAID IF YOU STAYED IN GOVERNMENT LODGING (IF AVAILABLE) OR PREFERRED LODGING.

19. QUESTION: DO I HAVE TO PARTICIPATE IN THE PILOT IF I AM PART OF A UNION?

ANSWER: YES. ACCORDING TO THE NATIONAL DEFENSE AUTHORIZATION ACT OF FY15, THE INTEGRATED LODGING PROGRAM PILOT IS NOT SUBJECT TO COLLECTIVE BARGAINING. THIS MEANS THAT TRAVELERS THAT ARE PART OF A UNION ARE NOT EXCLUDED FROM PARTICIPATING IN THE INTEGRATED LODGING PROGRAM PILOT.

20. WHAT CONSTITUTES A METRO AREA OF A PILOT LOCATION?

ANSWER: METRO AREA INCLUDES AREAS SURROUNDING A MILITARY INSTALLATION. FOR A COMPLETE LISTING OF ZIP CODES ASSOCIATED WITH EACH PILOT LOCATION, GO TO: [http://www.defensetravel.dod.mil/Docs/ILP Sites List.pdf](http://www.defensetravel.dod.mil/Docs/ILP_Sites_List.pdf)

21. WHAT IS DOD LODGING?

ANSWER: DOD LODGING, ALSO REFERRED TO AS GOVERNMENT LODGING, ARE THOSE LODGING PROPERTIES OWNED BY THE GOVERNMENT.

22. WHAT IS A NON-AVAILABILITY CONFIRMATION NUMBER?

ANSWER: A NON-AVAILABILITY CONFIRMATION NUMBER, SOMETIMES REFERRED TO AS A CERTIFICATE OF NON-AVAILABILITY OR CNA, IS A NUMBER PROVIDED WHEN GOVERNMENT LODGING IS LOCATED AT A DIRECTED TDY LOCATION BUT IS NOT AVAILABLE. IT IS USED TO JUSTIFY REIMBURSEMENT FOR COMMERCIAL LODGING.

23. IF MY TDY LOCATION IS NEAR A PILOT CITY, BUT MY ORDERS DON'T SPECIFICALLY STATE ONE ON THE PILOT CITIES LISTED AS A PILOT SITE IN THE JTR, WILL I BE DIRECTED TO DOD PREFERRED LODGING?

ANSWER: MAYBE. YOU MUST BE TDY TO ONE OF THE CITIES LISTED AS A PILOT SITE IN THE JTR OR THE SURROUNDING AREA, TO BE DIRECTED TO PREFERRED COMMERCIAL LODGING.

24. HOW WILL THIS PROGRAM WORK WITH THE FLAT-RATE PER DIEM POLICY*?

ANSWER: THE TWO DO NOT OVERLAP AT ALL. THE INTEGRATED LODGING PROGRAM PILOT ONLY APPLIES TO TRANSIENT STAYS (THOSE UP TO 30 DAYS). THE FLAT-RATE PER DIEM POLICY ONLY APPLIES TO TDYS OVER 30 DAYS. HOWEVER, WHEN YOU ARE ON A LONG TERM TDY TO A METRO AREA (NOT AN INSTALLATION) AT A PILOT LOCATION, YOU MUST USE CARE WHEN SELECTING LODGING.

25. WHY IS MY LODGING REIMBURSEMENT LESS THAN PER DIEM?

ANSWER: ON JUNE 15, 2015, DOD LAUNCHED AN INTEGRATED LODGING PROGRAM PILOT THAT DIRECTS TRAVELERS TO USE GOVERNMENT OR PREFERRED COMMERCIAL LODGING BEFORE OTHER LODGING ACCOMMODATIONS WHEN TDY TO A PILOT SITE. WHEN GOVERNMENT OR PREFERRED LODGING IS AVAILABLE AT A PILOT SITE, BUT THE TRAVELER DOES NOT USE IT (AND THE TRAVELER IS NOT AUTHORIZED TO DECLARE QUARTERS ARE NOT AVAILABLE), LODGING REIMBURSEMENT IS LIMITED TO THE AMOUNT THE GOVERNMENT WOULD HAVE PAID IF USED. BOTH GOVERNMENT AND PREFERRED COMMERCIAL LODGING OFFER RATES BELOW PER DIEM, WHICH EXPLAINS WHY YOUR REIMBURSEMENT IS LESS THAN THE PER DIEM. BY SELECTING ACCOMMODATIONS OUTSIDE OF THE PROGRAM, YOU ARE ACCEPTING THE RESPONSIBILITY TO PAY THE DIFFERENCE IN LODGING COSTS.

26. FOR A COMPLETE UPDATED LIST OF FREQUENTLY ASKED QUESTIONS PLEASE VISIT:

http://www.defensetravel.dod.mil/Docs/ILP_FAQSTravelers.pdf.

27. THESE CHANGES ARE SCHEDULED TO APPEAR IN THE JTR RELEASE DATED JULY 1, 2015.

28. POC FOR THIS MESSAGE IS ENTERPRISE SOLUTIONS AND STANDARDS, TRAVEL FUNCTIONAL AREA, 317-212-5094/5090/3917/4566.

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